

Executive Committee Meeting Minutes

June 14, 2024

Opening Remarks

1. Welcome & Attendance
2. Declaration of Conflict of Interest

Voting Items

3. Review and Approve Financial Statements - April 2024
4. Review and Approve Draft Budget - PY 2024-2025
5. Review and Approve Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs
6. Review and Approve Comprehensive One-Stop Career Center Memorandum of Understanding (MOU) and Infrastructure Agreement (IFA)
7. Review and Approve Risk Evaluation Form Subrecipient Services - Workforce Coordination Consulting OSO Contract - PY2024-2025
8. Review and Approve Risk Evaluation Form Subrecipient Services - WIOA Youth Services - PY 2024-2025
9. Review and Approve Renewable Vendor Contracts - PY 2024-2025
 - Manpower
 - Taylor, Hall, Miller, Parker (THMP)
 - Ward Damon, Attorneys at Law
 - James Moore, CPA
 - Spherion
10. Review and Approve Slate of Officers - PY 2024-2025

Other Business

11. Board of Directors Membership Recertification - PY2024-2025
12. Updates
 - a. Regional Planning Area (RPA) Update
 - b. WIOA Four-Year Plan Development - Planning Sessions
13. CareerSource Florida Board/Council Meeting - June 17-18, 2024
14. Adjournment - Next Executive Committee Meeting September 25, 2024

Members Participating In-Person:

Bob Cenk

Members Participating by Teleconference:

Terrance Moore Werner Bols Leslie Kristof
James Brann

Members Excused

Pam Burchell

Administrative Staff Present/Teleconference:

Brian Bauer Tracey McMorris Jennifer Eimann
Melvin Joseph

Call to Order:

Leslie Kristof, Chair, called the meeting to order at 8:02 a.m. A quorum was established.

Agenda Item 2 - Declarations of Conflicts of Interest (COI):

Leslie Kristof, Chair, asked if there were any Conflicts of Interest. None were declared.

Agenda Item 3 - Review and Approve Financial Reports for April - PY 2023- 2024:

Lisa Delligatti, CFO, stated that amendments to the budget and monthly expenditures for February are as follows:

- Expenditures are at 64.9%.
- Individual Training Accounts (ITA) are at 37.5%, slightly behind the 40% ITA sliding scale set by the Department of Commerce (FloridaCommerce).

A motion was made by Werner Bols to approve the Financial Reports for April, as presented. Terrance Moore seconded the motion. The motion passed unanimously.

Agenda Item 4 - Review and Approve the Draft Budget - PY 2024-2025:

Lisa Delligatti, CFO, presented the preliminary funding allocations for PY 2024-2025. Ms. Delligatti highlighted the following:

- Hope Navigator Grant - ends June 30, 2025
- Total Funding Allocations for PY 24-25 - \$5,408,676
- Dislocated Worker Carry-Forward for PY 25-26 - \$152,781

Ms. Delligatti noted that historically, the Dislocated Worker (DW) carry-forward monies have totaled closer to \$700,000. As a result, the executive team will need to closely monitor the available carry-forward for PY25-26 and make fiscal decisions accordingly.

A motion was made by Werner Bols to approve the Draft Budget - PY 2024-2025, as presented. Jim Brann seconded the motion. The motion passed unanimously.

Agenda Item 5 - Review and Approve Prior Approval Transfer Request Forms - WIOA Adult and Dislocated Worker (DW) Programs - PY 2024-2025:

Lisa Delligatti, CFO, reiterated that the Department of Commerce (FLORIDACOMMERCE) and the State Workforce Development Board grant the authority, on behalf of the Governor, to allow Local Workforce Development Boards (LWDBs) to transfer up to and including 100 percent of the funds allocated to local areas for adult activities for expenditure on dislocated worker activities, and up to 100 percent of funds allocated to local areas for dislocated worker activities for expenditures on adult activities. Local Workforce Development Boards are required to ensure that any transfer of funds between WIOA programs complies with federal law and to record and document their use and application of local funds.

As a result, LWDB 20 anticipates fully expending the WIOA Adult - 2024 funding prior to June 2025 and requests the ability to utilize \$810,500 of WIOA DLW - 2023 funding to be spent on PY24-25 WIOA Adult expenditures and LWDB 20 anticipates to fully expend the WIOA Adult - 2024 funding prior June 2025 and requests the ability to utilize \$502,000 of WIOA DLW - 2024 funding to be spent on PY24-25 WIOA Adult expenditures.

With no further discussion, a motion was made by Jim Brann to approve the Prior Approval Transfer Request Forms - WIOA Adult and Dislocated Worker (DW) Programs - PY 2024-2025, as presented. Werner Bols seconded the motion. The motion passed unanimously.

Agenda Item 6 - Review and Approve Comprehensive One-Stop Career Center Memorandum of Understanding (MOU) and Infrastructure Agreement (IFA):

Tracey McMorris, Vice President of Operations/COO, explained that as a requirement under the Workforce Innovation & Opportunity Act, the Local Workforce Development Board's current MOU & IFA with required partners expires on June 30, 2024. The LWDBs are required to update their MOU and IFA every three years.

The current MOU reflects changes in the partner's contact information as reflected in the agreements; thus, there were not many changes between the original MOU and the current one.

Partner agencies include Indian River State College, AARP, the Department of Education, the Division of Blind Services, the Division of Vocational Rehab, and St. Lucie County Community Services, which receive the Community Services Block Grant.

These required partners to come together and have a presence in our comprehensive center. The concept is that any client coming in can have all their needs met by all these partners. This MOU establishes what each partner is responsible for doing, while the IFA defines the cost-sharing of the comprehensive facility usage across all partners.

With no further discussion, a motion was made by Jim Brann to approve the Comprehensive One-Stop Career Center Memorandum of Understanding (MOU) and Infrastructure Agreement (IFA), as presented. Bob Cenk seconded the motion. The motion passed unanimously.



Agenda Item 7 - Review and Approve Risk Evaluation Form Subrecipient Services - Workforce Coordination Consulting OSO Contract - PY2024-2025:

Brian Bauer, President/CEO, stated that based on the financial and programmatic risk evaluation forms for subrecipient services from our one-stop operator, Workforce Coordination Consulting, LLC., is being recommended for renewal for PY 24-25.

With no further discussion, a motion was made by Jim Brann to approve the Risk Evaluation Form Subrecipient Services - Workforce Coordination Consulting OSO Contract - PY2024-2025, as presented. Bob Cenk seconded the motion. The motion passed unanimously.

Agenda Item 8 - Review and Approve Risk Evaluation Form Subrecipient Services - WIOA Youth Services - PY 2024-2025:

Brian Bauer, President/CEO, stated that CareerSource Research Coast (CSRC) entered into a multiple-year sub-recipient procurement to provide WIOA Youth Services.

CSRC staff will recommend to the board, based on fiscal integrity and performance, that the WIOA Youth Services contract with Eckerd Connects be renewed for PY 2023-2024.

A motion was made by Jim Brann to approve the Risk Evaluation Form Subrecipient Services - WIOA Youth Services - PY 2024-2025, as presented. Werner Bols seconded the motion. The motion passed unanimously.

Agenda Item 9 - Review and Approve Risk Evaluation Form Subrecipient Services - Workforce Coordination Consulting OSO Contract - PY2024-2025:

Brian Bauer, President/CEO, discussed that each year of the vendor contract term, CSRC staff will report to the board the performance and intent to renew the contract(s) or seek new vendor(s)/provider(s). Types of contracts to be renewed include Employer of Record, Audit, CPA, and Legal Services.

Presented to the Executive Committee are Renewable Vendor Contracts for PY 2023-2024 for the following:

- Manpower
- Taylor, Hall, Miller, Parker (THMP)
- Ward Damon, Attorneys at Law
- James Moore, CPA
- Spherion

A motion was made by Terrance Moore to approve the Renewable Vendor Contracts - PY 2024-2025, as presented. Jim Brann seconded the motion. The motion passed unanimously.

Agenda Item 10 - Review and Approve Slate of Officers - PY 2024-2025:

Brian Bauer, President/CEO, explained that the Treasurer's seat was still open and was seeking nominations from the Executive Committee to be presented at the June 26, 2024, board meeting.



The Slate of Officers proposed are as follows:

- Jim Brann - Chair
- William Armstead - Vice Chair
- Open - Treasurer

A motion was made by Terrance Moore to approve the Slate of Officers - PY 2024-2025, as presented. Werner Bols seconded the motion. The motion passed unanimously.

Agenda Item 11 - Board of Directors Membership Recertification - PY2024-2025:

Board Members shall be appointed for fixed and staggered terms and may serve until their successors are appointed. After the initial staggered terms, the terms of Workforce Development Board Members shall be four (4) years. Any vacancy in the membership of the Workforce Development Board shall be filled in the same manner as the original appointment. Members may be reappointed for successive terms if the sponsoring organization agrees. Any member of the Workforce Development Board may be removed for cause in accordance with procedures established by the Workforce Development Board. Under the REACH Act, term limits have been set at eight years for Business members.

Brian Bauer, President/CEO, presented the following board members for membership recertification:

Helene Caseltine (BU/GRED), (BU), David Freeland (WOLO), Bob Cenk (BU), Leslie Kristof (BU/ETPC), David Moore (WOY/ ETPA), Terrance Moore (BU)

Deborah Frazier (B/U) - Filling seat vacated by Maddie Williams - TCBA

David Bean (B/U) and Kelly Johnson (B/U) - Appointed by the Treasure Coast Workforce Consortium at the June 11, 2024 meeting

- BU - Business
- GRVRD - Government Representative-Vocational Rehabilitation
- WOY - Workforce Community-Based Organization Representing Youth
- EPTC - Education and Training Provider-Institute of Higher Learning
- WOV - Workforce Community-Based Organization Representing Veterans
- GRO - Government Representative
- GRED - Government Representative Economic Development

Agenda Item 12 - Updates:

Brian Bauer, President/CEO, shared the following updates:

- Regional Planning Area (RPA) Update: Four planning sessions were scheduled between CareerSource Research Coast and CareerSource Palm Beach County to establish a framework for realizing a shared vision regarding the regional planning area (RPA). Each session focuses on a specific RPA requirement.



The first planning session, which took place on May 17, 2024, focused on developing and implementing sector strategies for in-demand sectors or occupations, collecting and analyzing regional labor market data, and coordinating services with regional economic development services and providers.

On May 31, 2024, the second of four regional planning sessions was held at CareerSource Palm Beach County offices in an effort to establish regional service strategies using cooperative service delivery agreements and coordinating transportation and other support services as appropriate.

Mr. Bauer stated it was a robust meeting, and the staff feels very optimistic about the outcomes of the two planning sessions thus far.

Agenda Item 13 - CareerSource Florida Board/Council Meeting - June 14, 2024:

CareerSource Florida Council and Board of Directors meetings will occur June 17-18, 2024, at the Westshore Grand Resort, Tampa, Florida. Jim Brann and Brian Bauer will be attending.

Agenda Item 14 - Adjournment:

With no further items to discuss, a motion was made by Leslie Kristof, Chair, to adjourn the meeting, seconded by Bob Cenk. The motion passed unanimously, and the meeting was adjourned at 9:08 a.m.

BOARD SECRETARY CERTIFICATION

I hereby certify these minutes reflect the proceedings by the Executive Committee of CareerSource Research Coast, which have been reviewed by the Board of Directors and approved or approved with modifications incorporated herein.

Brian Bauer
Board Secretary

6/26/2024

Date

collaborate.
innovate.
lead.

